

1. PURPOSE: This policy describes the procedures for the Military Police Regimental Association Benevolent Fund Program. The Soldier Program Chair manages the program.

2. APPLICABILITY: The policy of the organization is to practice equal opportunity in regards to the disbursement of funds. Disbursements will be administered in accordance with this policy, the organizations bylaws, and without regard to rank, status of service, race, creed, religion, sex, national origin, age, disability, or any other basis prohibited by statute.

3. DEFINITIONS:

a. Member – A standard or associate member of the organization.

b. Eligible Recipient – Any Soldier, Sailor, Airmen, Marine, Coast Guardsman or Civilian working for or in support of the Military Police Corps Regiment. Immediate family members and retirees are also eligible for financial support though this program.

c. Disbursement – All disbursements will be in the amount up to \$500.00 or as indicated and approved by the voting committee.

d. Immediate Family Member – Immediate family is defined as a parent, sibling, and child (by blood, adoption, or marriage), spouse, legal domestic partner, grandparent, or grandchild.

4. RESPONSIBILITIES:

a. The Soldier Programs Chair will oversee all disbursements and will provide an update at the BOD meeting or as necessary. They will also assist, when necessary, in promoting the program to corporate organizations and fundraising efforts as an MPRA membership benefit.

b. The Executive Director will oversee all facets of the program to include the verification of eligibility, facilitate administrative staffing of all requests, providing reports as necessary, obtaining approval for disbursement from the voting committee, and endorsing and administering disbursement checks.

c. The Benevolent Fund Committee will be comprised the Soldiers Program Chair, the Benevolent Fund Chair, and the BOD President. The committee will review all requests and make recommendations to approve or disapprove. A two-thirds majority constitutes an approval or disapproval of the request and the amount of disbursement, if approved. The BOD Vice President will be included on the voting panel if one of the other committee members is not available for a vote.

5. PROCEDURES:

- a. Leaders at all levels are encouraged to take advantage of the program whenever they have exhausted other means to financially support the need. The Executive Director or the Executive Assistant will follow up with the chain of command after the disbursement has been made to confirm receipt.
- b. Request for assistance must be requested by a current member of the MPRA (confirmed by the Executive Assistant) and endorsed by the chain of command at the most senior level within the organization.
- c. Requests submitted by current retired members of the MPRA who have no organizational chain of command must meet all the requirements of paragraph 3 above and be thoroughly vetted by the Benevolent Fund Committee on the merits and validity of the request. The requestor must be a current member of the MPRA if the retiree requesting assistance is not already a member.
- d. Members of the BOD will refer administrative staffing to the Executive Director. Accompanying the request must be an explanation that provides specifically what the funds are needed for, hotel accommodations, hospital bills, travel of family members etc. Once received, all requests will be forwarded to the Benevolent Fund Committee for deliberation whether to grant financial relief and all decisions are final. There are no appeal provisions afforded to the requesting organization.
- e. It is the intent of the MPRA to make disbursements for financial relief within 48 hours of receiving the request. The Benevolent Fund Committee will document all approvals for financial relief via email or meeting minutes and provide such documentation to the Treasurer and the Executive Assistant to ensure fiscal responsibility is preserved.
- f. The Benevolent Fund Committee will utilize a separate checking account for the purpose of disbursement of funds. The Executive Director or the Executive Assistant will endorse all disbursement checks. A letter signed by the Executive Director will accompany the disbursement check.

Approved by the National Board of Directors.

/////Original Signed/////

Dorsey Newcomb
President, MPRA

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Rick Harne
Executive Director